



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Administration

**CORRECTION TO CHG-63
DATED DECEMBER 21, 2005**

Special Attention of:

Transmittal for Handbook No: 2225.6 REV-1
CHG -64

Headquarters Records Management Liaison Officers
Field Office Records Management Liaison Officers

Issued: March 13, 2006

1. **This Transmits** a correction to Change 63 dated December 21, 2005. Change 64 adds Item 15 to Schedule 56, Records Relating to Direct Loans and Capital Advances for The Elderly and Persons with Disabilities.

2. **Summary:**

Item 15 is being added to cover electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a record keeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination. These descriptions of records and disposition instructions were approved by National Archives and Records Administration on November 21, 2005, NARA Job N1-207-05-3.

3. **Filing Instructions:**

Remove:

None

Insert:

Appendix 56, CHG-64
page 7 dated 3/06

RECORDS DISPOSITION SCHEDULE 56

RECORDS RELATING TO DIRECT LOANS AND CAPITAL ADVANCES FOR
THE ELDERLY AND PERSONS WITH DISABILITIES

Item No.	Description of Records	Disposition
15.	Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.	
	a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	Temporary. Destroy/delete within 180 days after the recordkeeping copy has been produced.
	b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	Temporary. Destroy/delete when dissemination, revision, or updating is completed.